



Online Household Signup

Creating a household online for RecTrac



If you would like to register for any online programs, memberships or facility rentals, you will need to sign up for a Household in RecTrac. The steps are outlined below.

One: Start by entering play.cabq.gov into your browser's search bar. This will take you to the website for RecTrac. Locate and select the **Create an Account** button, located in the "Account Log In" section.



Two: You should now see the online Household account creation form. In order to create an account, you will need to fill in all the required information (noted in red and with a *).

The screenshot shows a web form for creating a household account. It is divided into several sections:

- New Account Information:** Includes fields for Login (up to 50 chars), Password (up to 50 chars), and Re-Type to Confirm.
- Household Primary Person Information:** Includes fields for First Name, Last Name, Address Line 1, Address Line 2 (Apt #), City (pre-filled with Albuquerque), State (pre-filled with NM), Country, Phone #1, Phone #2, Email #1, Birthdate, Category (pre-filled with Resident), Gender, Zip Code, Phone #1 Extension, Phone #2 Extension, Confirm Email, Authorize Contact(s) Via Email (pre-filled with Yes), and Participate in Promotions (pre-filled with Yes).
- Additional Family Members:** Contains an "Add New Member" button, which is circled in red.
- Emergency Contacts:** Contains an "Add New Contact" button, which is also circled in red.
- Save and Previous:** Includes "Save" and "Previous" buttons.

If you have additional family members (spouses, partners, children, etc.) or emergency contacts (spouses, relatives, etc.) to include in their household, you can add them at the bottom by selecting **Add New Member** or **Add New Contact** in their respective locations.

After you have entered all your information, click **Save** and you will now have a RecTrac household!

If you are signing up for a household *after* you have found items that you want to purchase, you will be directed to a "WebTrac Login" screen which will give you the option to create an account and proceed with the transaction.

The screenshot shows the "WebTrac Login" screen with the following elements:

- Username:** A text input field containing "jstuart".
- Password:** A password input field with masked characters (dots).
- Links:** Three links are provided: "If you have an account with us, but you've forgotten your username, please click here.", "If you have an account with us, but you've forgotten your password, please click here.", and "If you're a brand new patron with us, please click here to register for a new account." The last link is circled in red.
- Login Button:** A "Login" button is located at the bottom.